

North Carolina Department of Health and Human Services

DIVISION OF CHILD DEVELOPMENT

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Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

Deborah J. Cassidy, Director

for D. Cassidy

MEMORANDUM

TO:

Directors of County Departments of Social Services

Directors of Local Purchasing Agencies

FROM:

Deborah J. Cassidy, Ph.D.

ISSUED:

September 15, 2010

SUBJECT:

Requirement to Enter Private Pay Rates into the

Subsidized Child Care Reimbursement System

EFFECTIVE DATE:

Upon Receipt

When we implement the Attendance Reporting and Payment Delivery System, payment rates for all providers must be available to the contracting county. Any county that has not entered and saved this information in the Private Pay Rate Calculator of the Subsidized Child Care Reimbursement System (SCCRS) should begin to do so now. All private pay rates for all providers throughout the state must be entered and the payment rates saved in SCCRS by October 29, 2010.

The county where the facility is located keys in the Facility ID number and Option 5 - Calculator for Entering Private Paying Rates, in the Approval Notice Menu. When the private pay rates are entered in the Payment Rate screen, the provider's payment rates will be calculated. Please refer to the attached document entitled *Instructions and Screen Prints on How to Used the Payment Rate Calculator (PRC)* or refer to the Subsidized Child Care Reimbursement System Manual (SCCRS), Approval Notice Menu, pages 9 – 12. Also, a question and answer document is attached that you may find helpful.

If you have questions about using the Private Pay Rate Calculator, please contact Sylvia Thomasson, Supervisor, Data Management Unit, at 919-662-4561, extension 7057.

DJC:BC

Attachments

cc. Child Care Coordinators
Subsidy Services Consultants
Program Compliance Consultants

Questions and Answers Payment Rate Calculator

1. **Question:** What can I do if I need to pay a provider in another county but the county in which the provider is located has not entered the private paying rates into the Payment Rate Calculator?

Answer: The contracting county can call or e-mail the LPA staff in the county where the provider is located to inquire about the status of the entry of the rates.

2. **Question:** What can I do if I determine that the rates I collected from the provider in another county do not match the rates entered into the Payment Rate Calculator by the LPA staff in the county where the provider is located?

Answer: When this occurs, follow the steps below.

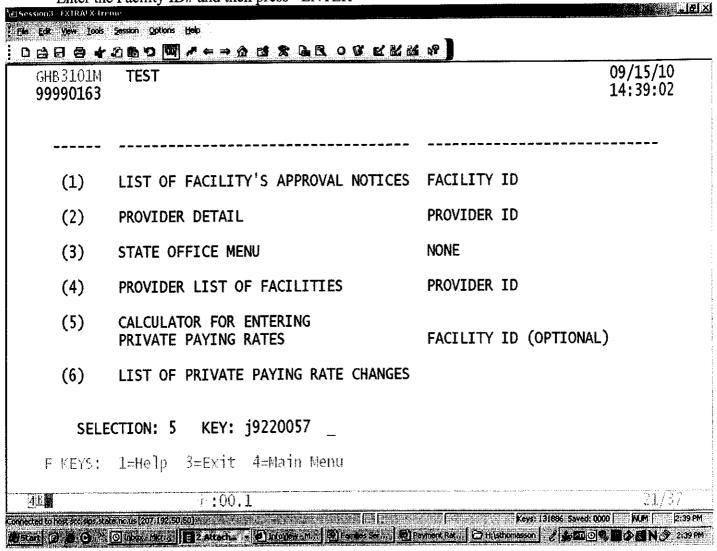
- Contact the provider to confirm the current private paying rates and the
 effective date of the rates. If the rates continue to differ from those entered in
 the Payment Rate Calculator, ask if there is a reason for the different rates
 charged. (For example, the provider may be receiving Smart Start funds from
 the Smart Start partnership in the county where the provider is located that
 impacts the rate charged for children of that county, or a local charity could be
 providing funds that impact rates for local children.)
- If the provider cannot explain the difference in the rates, notify the LPA staff in the county where the provider is located regarding what you found. Provide the rate information that you received from the provider.
- The LPA staff in the county where the provider is located <u>must</u> contact the Program Compliance Consultant assigned to that county to ask that they visit the provider to review the provider's on site records to determine the rates charged and why there would be a varying rate for children from different counties.

Instructions and Screen Prints on How to Use the Payment Rate Calculator (PRC)

Step 1: Select Option 3, press <ENTER> - Approval Notice Menu File Edit View Tools Session Options Help DBBB40B9 M4←→金融发品图 OG KKKK W 09/15/10 TEST GHB0001M 14:38:12 99990163 DESCRIPTION OPTION PAYMENT PROCESSING MENU TOTALS MENU (3) APPROVAL NOTICE MENU NONLICENSED HOME/FACILITY W/O APPROVAL NOTICE MENU CHILD NAME SEARCH FACILITY & NONLICENSED HOME NAME SEARCH PROVIDER NAME SEARCH **OUERIES MENU** (9) ADMINISTRATIVE MENU (10)SCC BULLETIN BOARD LIST OF APPROVAL NOTICES RECENTLY ISSUED (11) (12)WAITING LIST SUMMARY FEDERAL SAMPLING MENU - RASH RESEARCH THE FOREST (13) (14) CASE NUMBER OR FAMILY NAME SEARCH SMART START CHILD CARE REPORTING MENU (15)SELECTION: 3 1=Help 3=Exit GHB F KEYS: 21/214 B 3:00.4Comested to hos son as 2 (x ke) resus (207/192 (50) 50) | Num | 2:38 PM |

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Step 2: Select Option 5 – Calculator for Entering Private Paying Rates, Enter the Facility ID# and then press <ENTER>



Step 3: Enter the private pay rates under the heading PRIV PAY (Private Pay), if applicable you will enter early pay rates under the heading EARLY PRIV PAY (Early Private Pay).

Press <ENTER> and then F8 to continue to next screen. Press F3 to cancel and make corrections.

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Step 4: Enter the date for RATES RECEIVED BY AGENCY (also the Approval Notice effective date)
Press F10 to update.

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(Note: There are directions in the "Subsidized Child Care Reimbursement System Manual", Section 3, pages 9-15.)